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ABSTRACT

This language arts minicourse guide for Lampeter-Strasburg (Pennsylvania) High School contains a topical outline for a course on technical and business writing. The guide includes a list of five course objectives; an outline of the sequence of instruction in the course; a description of the content, concepts, and writing exercises covered by the course; the presentation of twelve student activities intended to make high school students more aware of the job seeking process; and suggestions for filmstrips and films that complement the sample applications, report forms, analogy tests, and related instructional materials. (RB)

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ED105506

Language Arts Mini-Course

VOCATIONAL AND BUSINESS WRITING

Lampeter-Strasburg High School
Lamreter, Pennsylvania

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CS 202 235

VOCATIONAL AND BUSINESS WRITING

I. OBJECTIVES

A. To be able to find job prospects through various sources.

B. To be able to compile an accurate and complete resume.

C. To be able to compose a consise and effective letter of application.

D. To be acquainted with the types of questions asked on a job application and be able to answer them accurately.

E. To be able to act in a manner that may most favorable impress a prospective employer in an interview.

II. OUTLINE

A. Personal inventory - "Know theyself"

B. Selecting an occupation

C. Finding job prospects

D. Compiling a resume

E. Writing a letter of application

F. Filling out a job application

F. The interview

H. Filling out report forms

I. Analogy testing

J. Activities

III. CONTENT

A. Personal inventory - "Know thyself"

1. Take personality test

a. Are you self-reliant?
b. How egotistical are you?
c. How much do people like you?

2. Conduct a self-inventory

a. Necessary for filling out applications
b. Helps you to know yourself

B. Selecting an occupation

1. Finding interest areas

a. Use library "career" areas
b. Use guidance counselor

2. Activity: Research a job of interest stressing the jargon unique to the occupation and the skills necessary

a. Use library resources
b. Use business sources

C. Finding job prospects

1. Where to look for job opportunities

a. Call personel offices at large companies
b. Write to several companies
c. Answer ads in Help Wanted section of newspaper
d. Register at an employment agency
e. Consult the school guidance counselor

2. Activity: Collect job ads for a specific occupation
3. Activity: Practice using the telephone in job hunting by writing a dialogue between employer and job hunter.

D. Compiling a resume

1. Purpose of the resume

a. To provide the employer with a basic knowledge of your training and experiences
b. To present the employer with a favorable first impression

2. Contents of the resume

a. Personal data

1. Name, address, telephone number
2. Place of birth, date
3. Height, weight, color of hair and eyes, sex
4. Marital status

b. Educational background

1. Elementary and secondary schools attended
2. College and vocational schools attended

c. Activities

1. High school and college activities
2. Hobbies and interests

d. Military service information

e. Business experience

1. Who did you work for? How long?
2. What position and responsibilities did you hold?

f. References

1. Must ask permission
2. Choose professional people; former employers

E. Writing a letter of application

1. Purpose of the letter

a. To interest the employer in you
b. To make the employer want to meet you
c. Letter should be regarded as a sample of your work

2. Content of the letter

a. Make sure your qualifications match the specifications listed.
b. Type the letter.
c. Strive to attract attention to your letter; make it favorable different from others.
d. Avoid generalities; present specific points in your favor.
e. Concentrate on a few points of your history and save the rest for the interview.
f. Be neat and accurate in your preparation and typing of the letter.
g. Be sure the letter is a reflection of yourself.

F. Filling out a job application

1. Things to remember when filling out an application

a. Bring a pen.
b. Print neatly (You may be asked to fill in some sections in your own handwriting.)
c. Follow directions carefully.

2. Activity: Fill out sample applications

G. The interview

1. Preparing for the interview

a. Dress appropriately for the job you are applying.
b. Be prepared to talk about yourself and the pasts mentioned on the resume.

2. Conduct during the interview

   a. Look the interviewer in the eye.
   b. Don't be nervous; have confidence; be yourself.
   c. Ask questions about the job and company.
   d. Be prepared to be interviewed by more than one person.
   e. Be prepared to take tests.
   f. Be courteous.

3. Follow-up to the interview

   a. Definitely write a thank-you letter to the interviewer.
   b. Get back to the employer asking the status of your application.

H. Filling our report forms

1. Be neat and accurate.
2. Activity: Fill out sample report forms.

I. Analogy testing

1. Tests given by some companies to judge your aptitude for a specific skill.
2. Activity: Take some sample analogy tests.

ACTIVITIES:

1. Take personality and self-inventory.
2. Selecting an occupation of interest, find our some specific information about the job paying special attention to the skills needed and the jargon required.
3. Conduct a job survey. Collect newspaper and magazine job advertisements for a specific occupations.
4. Practice using the telephone in a business manner by writing a dialogue between a job hunter and a prospective employer.
5. Using the self-inventory information, write a formal resume.
6. Find strong and weak points of good and bad letters of application. Use this information to write an effective letter of application; class will comment on each other's letters.
7. Fill out sample application forms.
8. After discussing important things to remember concerning interviews, the class will pair off with tape recorders and interview each other. Tapes will be played in class for comment on strong and weak points.
9. Fill out sample report forms.
10. Take sample analogy tests.
11. Have students respond to business conflicts that have actually happened to them or that they have created.
12. See filmstrips:
    "Getting the Job" (with record) Be-3
    Available through Business Department

13. See films:
"Your Job--Finding the Right One" (MP-2-0983)

"Your Job--Appling for It" (MP-2-0141)

"Your Job--Fitting In" (MP-2-3599)

"Job Interview: Whom would you hire? -- Three Young Men" (MP-2-1563)

"Job Interview: Whom would you hire? -- Three Young Women" (MP-2-1564)

--All films available through Intermediate Unit

MATERIALS:

Filmstrips:

Be-3 "Getting the Job" (with record) - avaible through Business Department

Films:

MP-2-0983 "Your Job--Finding the Right One"
MP-2-0141 "Your Job--Applying for It"
MP-2-3599 "Your Job--Fitting In"
MP-2-1563 "Job Interview: Whom would you hire? - Three Young Men"
MP-2-1564 "Job Interview" Whom would you hire? - Three Young Women"

Available through Intermediate Unit

File with sample applications, report forms, and analogy tests available